

# FIRST 5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION

Raymond Weisberg, M.D., Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services



### COMMISSIONERS:

Margaret Brodtkin, Director  
Department of Children, Youth and Their Families  
Lucy Crain, M.D., M.P.H., FAAP, Commission Chair Clinical  
Professor Emeritus, UCSF Department of Pediatrics  
Hector Melendez, Executive Director  
Good Samaritan Family Resource Center  
Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors  
Cheryl Polk, Ph.D., Executive Director  
Miriam and Peter Haas Fund  
Virginia Smyly, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch  
Norman Yee, Consultant

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 4th, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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This meeting has been cancelled.

## \*Public comment will be taken during each item

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Norman Yee, Consultant

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Tuesday, January 17th, 2006

12:00-2:00pm

San Francisco Children and Families Commission

1390 Market Street, Suite 318 San Francisco

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#### I. Roll Call \*

#### II. Review and Approval of November 22, 2005 minutes [DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES]

#### III. Review of FY2006-07 Budget [DISCUSSION ONLY] [Commissioners provided with the following information: FY2006-07 Budget Draft]

#### IV. Review of 1<sup>st</sup> quarter City Attorney billing [DISCUSSION ONLY] [Commissioners provided with the following information: City Attorney Bill]

#### V. Review of SFUSD Contract for PFA [DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT] [Commissioners provided with the following information: SFUSD Contract]

#### VI. Review of RFQ for Family Ambassadors evaluation [DISCUSSION AND POSSIBLE ACTION TO APPROVE RFQ] [Commissioners provided with the following information: RFQ]

#### VII. Update on Family Support contracts for Western Addition and Bayview-Hunter's Point [DISCUSSION AND POSSIBLE ACTION TO APPROVE BUDGETS AND SCOPES OF WORK] [Commissioners provided with the following information: Budgets and Scopes of Work]

#### VIII. Adjournment

\*Public comment will be taken during each item

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## BUDGET COMMITTEE MINUTES

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### SPECIAL MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

JANUARY 17, 2006

The members of the Budget Committee convened for a meeting held Tuesday, January 17, 2006 at 12:00pm in the offices of the Children and Families Commission, 1390 Market Street, Suite 318, San Francisco.

#### I. Roll Call

The following members were present when the meeting was called to order at 12:32pm: Cheryl Polk, Norman Yee. Raymond Weisberg was absent.

#### II. Review and Approval of November 22, 2005 Minutes

Minutes were approved as presented.

#### III. Review of the FY2006-07 Budget

Staff presented the FY2006-07 budget draft. Commissioner's suggested revisions will be incorporated into the budget to be presented at both the February 1<sup>st</sup> Budget Committee and Commission meetings.

#### VI. Review of the 1<sup>st</sup> Quarter City Attorney Billing

Staff reviewed the \$23,029 billing from the City Attorney for the 1<sup>st</sup> quarter of FY2005-06. Commissioners requested that staff keep the Committee informed of future billings from City Attorney.

#### VII. Review of SFUSD Contract for PFA

Staff reviewed the Year 1 SFUSD contract with the Committee. Commissioner Yee had to recuse from this item, so the Committee did not have the necessary quorum to vote for approval. This item will be presented again at both the February 1, 2006 Budget Committee and Commission meetings.

#### VIII. Review of RFQ for Family Ambassadors

Staff reviewed the draft RFQ with the Committee. The Committee's recommendation was for staff to have further conversations with DCYF regarding the proposed evaluation. This item will be presented again at the February 1, 2006 Budget Committee meeting for possible approval.

#### IX. Update on Family Support contracts for Western Addition and Bayview-Hunter's Point

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Staff provided an update to the Committee on the pending Family Support contracts for Western Addition and Bayview-Hunter's Point. To date, staff has still not received the requested information from the potential grantee. Staff will be meeting with Supervisor Mirkarimi on January 20<sup>th</sup> to discuss the strategy for moving forward with funding in the Western Addition. The Committee recommended to staff that if First 5 chooses not to move forward with the chosen grantee, then the RFP should be re-issued.

**X. Public Comment**

There was no public comment.

**XI. Adjournment**

Meeting adjourned at 1:45pm.



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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 1, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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- I. Roll Call \*
- II. Review and Approval of January 17, 2006 minutes [DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES]
- III. Review of FY2006-07 Budget [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF FY2006-07 BUDGET TO FULL COMMISSION] [Commissioners provided with the following information: FY2006-07 Budget Draft]
- IV. Review of SFUSD Contract for PFA [DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT] [Commissioners provided with the following information: SFUSD Contract]
- V. Review of RFQ for Family Ambassadors evaluation [DISCUSSION AND POSSIBLE ACTION TO APPROVE RFQ] [Commissioners provided with the following information: RFQ]
- VI. Update on Family Support contracts for Western Addition and Bayview-Hunter's Point [DISCUSSION AND POSSIBLE ACTION TO APPROVE BUDGETS AND SCOPES OF WORK] [Commissioners provided with the following information: Budgets and Scopes of Work]
- VII. Adjournment

**\*Public comment will be taken during each item**

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## BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, February 1, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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I. Roll Call \*

II. Review and Approval of January 17, 2006 minutes [DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES]

III. Review of FY2006-07 Budget [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF FY2006-07 BUDGET TO FULL COMMISSION] [Commissioners provided with the following information: FY2006-07 Budget]

IV. Review of SFUSD Contract for PFA [DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT] [Commissioners provided with the following information: SFUSD Contract]

V. Family Support RFQ for Western Addition and Bayview-Hunter's Point [DISCUSSION AND POSSIBLE ACTION TO APPROVE RFQ] [Commissioners provided with the following information: Family Support RFQ]

VI. Update on RFQ for Family Ambassadors evaluation [DISCUSSION AND POSSIBLE ACTION]

VII. Update on SRI Budget [DISCUSSION AND POSSIBLE ACTION]

VIII. Adjournment

**\*Public comment will be taken during each item**

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## BUDGET COMMITTEE MINUTES

### MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE FEBRUARY 1, 2006

The members of the Budget Committee convened for a meeting held Wednesday, February 1, 2006 at 4:00pm in City Hall, Room 421, San Francisco.

#### I. Roll Call

The following members were present when the meeting was called to order at 4:05pm: Cheryl Polk, Raymond Weisberg. Norman Yee arrived at 4:35pm.

#### II. Review and Approval of January 17, 2006 Minutes

Minutes were approved as presented.

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#### III. Review of SFUSD Contract for PFA

Commissioner Yee was not present for this discussion.

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Staff reviewed the Year 1 SFUSD contract with the Committee. The contract was approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Weisberg.

#### *Motion:*

*To approve the SFUSD contract as presented, and to recommend the contract to the full Commission for approval.*

#### IV. Review of the FY2006-07 Budget

Staff presented the FY2006-07 budget draft, and reviewed the changes from the previous version with the Committee.

The budget was unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Yee.

#### *Motion:*

*To approve the FY2006-2007 Budget as presented, and to recommend the Budget to the full Commission for approval.*

#### V. Family Support RFQ for Western Addition and Bayview-Hunter's Point

Due to a loss of other funding sources for the chosen agency and other programmatic challenges, First 5 staff has decided to re-bid the Family Support contract for the Western Addition. Releasing an RFQ will allow staff to identify potential agencies to work with.

In addition, the chosen grantee in Bayview-Hunter's Point has decided to withdraw their proposal. First 5 staff will release a new RFQ for the Family Support contract in Bayview-Hunter's Point.

The RFQ was unanimously approved, by a motion put forth by Commissioner Yee, seconded by Commissioner Polk.

*Motion:*

*To approve the new RFQ for Western Addition and Bayview-Hunter's Point.*

## **VI. Update on RFQ for Family Ambassadors**

Staff spoke with DCYF staff regarding the proposed evaluation for the Family Ambassadors program. DCYF is willing to contribute funds to an evaluation, as well as staff time to help create a scope of work.

The Committee requested that staff have further conversations with DCYF staff before moving forward with the evaluation.

## **VII. Update on SRI Budget**

Staff requested that the Committee approve a grant augmentation for Asian Perinatal Advocates (APA), a grantee funded through the School Readiness Initiative (SRI). In the first year of APA's SRI contract, the agency was primarily involved in translation services. In Year 2, the scope of work was expanded to include school readiness activities, including a contract augmentation from \$42,000 to \$75,000. Staff is asking the Committee to approve the augmentation of \$96,000 for Years 2, 3 and 4 of APA's SRI contract, which will end in April 2007.

The augmentation was unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Yee.

*Motion:*

*To approve a \$96,000 contract augmentation for APA's SRI contract for Years 2, 3 and 4.*

## **VIII. Public Comment**

There was no public comment.

## **IX. Adjournment**

Meeting adjourned at 5:25pm.

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Norman Yee, School Board President

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 1, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of February 1, 2006 Minutes [ACTION ITEM]
- III. Discussion of Update on FY 2006-07 Budget [DISCUSSION ONLY] [Commissioners provided with the following information: FY2006-07 Budget]
- IV. Discussion and Possible Action to Approve Contract Augmentation for Wu Yee Children's Services -- Preschool for All Provider and Enrollment Agency [ACTION ITEM] [Commissioners provided with the following information: Wu Yee Contract Augmentation]
- V. General Public Comment
- VI. Adjournment

**\*Public comment will be taken during each item**

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**BUDGET COMMITTEE MINUTES**

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**MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE**  
**MARCH 1, 2006**

The members of the Budget Committee convened for a meeting held Wednesday, March 1, 2006 at 4:00pm in City Hall, Room 421, San Francisco.

**I. Roll Call**

The following members were present when the meeting was called to order at 4:10pm: Cheryl Polk, Raymond Weisberg. Norman Yee arrived at 4:18pm.

**II. Review and Approval of February 1, 2006 Minutes**

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Minutes were approved as presented.

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**III. Discussion of Update on FY2006-07 Budget**

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Staff walked the Budget Committee through the budget process to date. For the Special Commission Meeting on March 15<sup>th</sup>, staff will present different funding scenarios to the Commission for consideration.

*Public Comment:*

Ellen Rodgers from Edgewood's Family Ambassador program spoke, urging the Committee to fund her program through the end of the Commission's upcoming strategic planning process. Commissioner Weisberg assured Ellen that the strategic planning process will be complete by September 2006. The funding proposed for Family Ambassadors in the current budget goes through September 2006.

**IV. Discussion of Update on SRI Project**

This item was moved from Item V to Item IV.

Staff recommended \$100,000 to Asian Perinatal Advocates (APA) to fund school readiness activities serving difficult to reach populations.

Staff reported to the Committee that this is the first step in the Commission's evaluating a continuation of funding for current School Readiness (SRI) grantees through June 2007. Mai Mai Ho, Executive Director of APA, assured the Committee that the \$100,000 budget and scope of work is for activities to serve new populations (Vietnamese, Cambodian, Laotian and Samoan) not covered by APA's current SRI grant. APA's current grant serves only the Chinese populations in the Mission, Visitacion Valley and Potrero Hill.

The Committee noted that the dates on the budget and scope of work should be changed from Jan – Dec 2006 to March 2006 to February 2007.

There were no objections to the proposed \$100,000 funding recommendation.

**V. Discussion and Possible Action to Approve Contract Augmentation for Wu Yee's Children's Services – Preschool for All Provider and Enrollment Agency**

This item was moved to Item V from Item IV..

Staff presented an \$89,000 contract augmentation to the Committee. The augmentation will run through June 20, 2006. Staff confirmed that there are sufficient funds in the current PFA budget to cover the augmentation.

The augmentation was unanimously approved, by a motion put forth by Commissioner Yee, seconded by Commissioner Polk.

*Motion:*

*To approve the Wu Yee PEA Contract Augmentation as presented.*

**VI. General Public Comment**

There was no public comment.

**VI. Adjournment**

Meeting adjourned at 5:10pm.

# FIRST 5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION

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Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Kloomok, Executive Director



COMMISSIONERS:  
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Department of Children, Youth and Their Families  
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor Emeritus,  
UCSF Department of Pediatrics  
Hector Melendez, Executive Director  
Good Samaritan Family Resource Center  
Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors  
Cheryl Polk, Ph.D., Executive Director  
Miriam and Peter Haas Fund  
Virginia Smyth, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch  
Norman Yee, School Board President

## BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, April 5, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of March 1, 2006 Minutes [ACTION ITEM]
- III. Review of Financial Results through January 31, 2006 [DISCUSSION ONLY] [Commissioners provided with the following information: Commission Financials through January 31, 2006]
- IV. Update on Expanded Audit Guidelines [DISCUSSION ONLY] [Commissioners provided with the following information: Overview of Expanded Audit Guidelines]
- V. Discussion and Possible Action to Amend the Gateway to Quality MOU [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Revised Gateway to Quality MOU and FY2005-06 PFA Budget]
- VI. Discussion and Possible Action to Approve Policy on Unsolicited Funding Proposals [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Draft Policy on Unsolicited Funding Proposals]
- VII. General Public Comment
- VIII. Adjournment

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**BUDGET COMMITTEE MINUTES**

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SAN FRANCISCO  
PUBLIC LIBRARY**MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE****APRIL 5, 2006**

The members of the Budget Committee convened for a meeting held Wednesday, April 5, 2006 at 4:00pm in City Hall, Room 421, San Francisco.

**I. Roll Call**

The following members were present when the meeting was called to order at 4:10pm: Norman Yee, Raymond Weisberg. Cheryl Polk arrived at 4:30pm.

**II. Review and Approval of March 1, 2006 Minutes**

Minutes were approved as presented.

**III. Review of Financial Results through January 31, 2006**

6.2  
5/06  
Staff reviewed the January 2006 financials results for Prop 10 and Prop H with the Committee. For both Prop H and Prop 10, spending has been approximately \$1.5 million under budget through January. The underspending for Prop 10 is primarily due to delayed billing of city work orders. Staff anticipates that once the city billings have caught up, Prop 10 spending will be back in line with budgeted amounts. Prop H underspending has been due to slower PFA start-up than expected. Unspent FY2005-06 funds will rollover for use in FY2006-07.

**IV. Update on Expanded Audit Guidelines**

Staff reviewed the new expanded audit guidelines from California Children and Families Commission. The guidelines primarily involve having policies in place regarding conflict of interest, administrative spending cap, contracting and procurement, and salaries and benefits. These policies will be brought to the Budget Committee and the full Commission at the May meeting.

**V. Discussion and Possible Action to Approve Policy on Unsolicited Funding Proposals**

This item was moved from Item VI to Item V.

Staff reviewed a draft of the unsolicited funding policy. The Committee advised Staff to create a simpler policy, possibly with a higher funding limit than \$10,000 per item. The Committee decided that should such a policy be approved, such requests will be funded in FY2006-07 with unspent funds from prior years. In future fiscal years, it should be a budgeted grant line item in future fiscal years.

No action was taken on this item. A revised policy will be brought back to the Committee at a future meeting.

The Committee advised that this item should be tabled for the full Commission meeting.

## **VI. Discussion and Possible Action to Amend the Gateway to Quality MOU**

This item was moved from Item V to Item VI.

Staff reviewed the proposed \$100,000 increase to the Gateway to Quality MOU. The increase would be for Quality Improvement grants for programs undergoing assessments. The current funding for this item in the Prop H budget is \$50,000. This augmentation would provide \$150,000 total for Quality Improvement grants.

The augmentation was unanimously approved, by a motion put forth by Commissioner Yee, seconded by Commissioner Polk.

*Motion: To approve the \$100,000 increase to the Gateway to Quality MOU as presented.*

## **VII. General Public Comment**

There was no public comment.

## **VI. Adjournment**

Meeting adjourned at 5:10pm.



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Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Klooomok, Executive Director



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Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor Emeritus  
UCSF Department of Pediatrics  
Hector Melendez, Executive Director  
Good Samaritan Family Resource Center  
Ross Mirkarimi, Supervisor  
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Cheryl Polk, Ph.D., Executive Director  
Miriam and Peter Haas Fund  
Virginia Smyly, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch  
Norman Yee, School Board President

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, May 3, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of April 5, 2006 Minutes [ACTION ITEM]
- III. Discussion of the Expanded Audit Policies [DISCUSSION ONLY] [Commissioners provided with the following information: Draft of Expanded Audit Policies]
- IV. Discussion and Possible Action to Approve Policy on Unsolicited Funding Proposals [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Draft Policy on Unsolicited Funding Proposals]
- V. General Public Comment
- VI. Adjournment

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**BUDGET COMMITTEE MINUTES**

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SAN FRANCISCO  
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The members of the Budget Committee convened for a meeting held Wednesday, May 3, 2006 at 4:00pm in City Hall, Room 421, San Francisco.

**I. Roll Call**

The following members were present when the meeting was called to order at 4:05pm: Raymond Weisberg and Cheryl Polk.

**II. Review and Approval of April 5, 2006 Minutes**

Minutes were approved as presented.

**III. Discussion and Possible Action to Approve the Expanded Audit Policies**

Staff reviewed the expanded audit policies with the Committee. The policies will put the Commission in compliance with AB109 and SB35, the state legislation requiring the adoption of specific policies and procedures to be reviewed in an expanded audit of FY2006-07 activities.

The expanded audit policies were unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Weisberg.

*Motion: To approve the expanded audit policies.*

**IV. Discussion and Possible Action to Approve Policy on Unsolicited Funds**

Staff reviewed the revised policy with the Committee. The Commissioners expressed concern that the \$50,000 threshold for policies to be brought to the full Commission for approval might be too high. Staff agreed to review this aspect of the policy and present a revision.

The Committee also advised staff to bring the policy to the Program Committee before taking it to the full Commission for approval. Staff agreed to solicit feedback from members of the Program Committee.

No action was taken on this item. A revised policy will be brought back to the Committee at the June meeting.

The Committee advised that this item should be tabled for the full Commission meeting.

## **V. General Public Comment**

There was no public comment.

## **VI. Adjournment**

Meeting adjourned at 4:55pm.

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American Cancer Society

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Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Klooomok, Executive Director



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Department of Children, Youth and Their Families  
Lucy Crain, M.D., M.P.H., FAAP, Clinical Professor Emeritus,  
UCSF Department of Pediatrics  
Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors  
Cheryl Polk, Ph.D., Executive Director  
Miriam and Peter Haas Fund  
Virginia Smyly, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch

## BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 6, 2006

3:30 - 4:30pm

First 5 San Francisco, 1390 Market Street,  
Suite 318, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of May 3, 2006 Minutes [ACTION ITEM]
- III. Discussion and Possible Action to Approve Expanded Audit Policies [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Expanded Audit Policies]
- IV. Discussion and Possible Action to Approve Policy on Unsolicited Funding Proposals [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Draft Policy on Unsolicited Funding Proposals]
- V. Discussion and Possible to Approve Amendment to Program Site Visit Policy [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Amendment to Administrative Policy Manual: Program Site Visit Policy and Protocol]
- VI. Update on Homeless Aftercare program [DISCUSSION ONLY]
- VII. General Public Comment
- VIII. Adjournment

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## BUDGET COMMITTEE MINUTES

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### MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

JUNE 6, 2006

The members of the Budget Committee convened for a meeting held Tuesday, June 6, 2006 at 3:30pm in the First 5 San Francisco office, 1390 Market Street, Suite 318, San Francisco.

#### I. Roll Call

The following members were present when the meeting was called to order at 3:42pm: Raymond Weisberg and Cheryl Polk.

#### II. Review and Approval of May 3, 2006 Minutes

Minutes were approved as presented.

#### III. Discussion and Possible Action to Approve the Expanded Audit Policies

Staff reviewed the updates to the expanded audit policies with the Committee. Based on new advice from First 5 Association, the Contracting and Procurement Policy and the Conflict of Interest Policy were updated to include applicable sections of California Government code.

In addition, the Committee recommended to Staff that all applicable state and local government codes be included in an appendix section. Staff agreed to implement this suggestion.

The expanded audit policies were unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Weisberg.

*Motion: To approve the expanded audit policies.*

#### IV. Discussion and Possible Action to Approve Policy on Unsolicited Funds

Staff reviewed the revised policy with the Committee. The draft was reviewed by members of the Program Committee, who recommended that proposals of \$25,000 and above be brought to full Commission (revised down from \$50,000). This suggestion was included in the latest draft.

The policy will be brought to full Commission for approval at the June 7<sup>th</sup> meeting. At that time, the Commission will need to decide whether unsent funds from FY2005-06 will be used to fund this policy in FY2006-07.

The unsolicited funds policy was unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Weisberg.

*Motion: To approve the unsolicited funds policy.*

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## **V. Discussion and Possible Action to Approve Amendment to Program Site Visit Policy**

Staff reviewed the revised policy with the Committee. The original policy required a minimum of two program site visits per year. The revised policy would require a minimum of one site visit per year.

The Committee suggested various minor revisions to the policy, which Staff will incorporate into the final version for the Administrative Policy Manual.

The amendment to the Program Site Visit Policy was unanimously approved, with suggested revisions, by a motion put forth by Commissioner Polk, seconded by Commissioner Weisberg.

*Motion: To approve the amended Program Site Visit Policy.*

## **VI. Update on Homeless Aftercare program**

Staff updated the Committee on a recent meeting with the Homeless Aftercare grantees. First 5 San Francisco has been providing three months of bridge funding to the grantees in order to complete FY2005-06. In FY2006-07, the \$150,000 approved funding will be divided as follows: Homeless Prenatal Program \$75,000, Hamilton Family Center \$35,000, Homeless Children's Network \$40,000. This allocation plan was created through open discussion with all three grantees at the meeting.

## **VII. General Public Comment**

There was no public comment.

## **VI. Adjournment**

Meeting adjourned at 4:27pm.

# FIRST5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION

Raymond Weisberg, M.D., Commission Chair  
Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services

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## BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, July 5, 2006

4:00-5:00pm

City Hall, Room 421, San Francisco

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JUN 19 2006

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This meeting has been cancelled.

\*Public comment will be taken during each item

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**BUDGET COMMITTEE MEETING**  
**SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**  
**Wednesday, September 6th, 2006**  
**4:00-5:00pm**  
**City Hall, Room 421, San Francisco**

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**This meeting has been cancelled.**

08-28-06 P01-34 RCV

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# FIRST5 SAN FRANCISCO

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 4, 2006

4:00 – 5:00pm

City Hall, Room 421, San Francisco

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#### I. Roll Call \*

#### II. Discussion and Possible Action to Approve Minutes Of June 6, 2006 [ACTION ITEM]

#### III. Review of FY2005-2006 Audit [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE FULL COMMISSION ADOPTION OF THE FY2005-2006 AUDIT] [Commissioners provided with the following information: FY2005-2006 Audit]

#### IV. Discussion of FY2006-07 Audit Planning [DISCUSSION ONLY]

#### V. Discussion and Possible Action to Approve PFA Year 2 Contracts for SFUSD and Wu Yee [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: SFUSD and Wu Yee Contracts]

#### VI. Discussion Of Rollover Spending Plan for PFA Year 1 Funds [DISCUSSION ONLY] [Commissioners provided with the following information: DRAFT PFA Year 1 Rollover Plan]

#### VII. General Public Comment

#### VIII. Adjournment

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BUDGET COMMITTEE MINUTES

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SAN FRANCISCO  
PUBLIC LIBRARY**MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE****OCTOBER 4, 2006**

The members of the Budget Committee convened for a meeting held Wednesday, October 4, 2006 at 4:00pm in Room 421 of City Hall, San Francisco.

**Roll Call**

The following members were present when the meeting was called to order at 4:00pm: Raymond Weisberg, Cheryl Polk and September Jarrett.

**I. Review and Approval of June 6, 2006 Minutes**

Minutes were approved as presented.

**II. Discussion and possible action to recommend the 2005-06 Audit to the full Commission**

Staff reviewed the 2005-06 audit with the Committee. As an organization, First 5 San Francisco spent \$13.4 million in 2005-06. Prop 10 spending was \$11.5 million, \$1.5 million of which was for Healthy Kids and Gateway to Quality contracts for 2004-05. 90% of Prop 10 spending in 2005-06 was for grantmaking. Preschool for All/Prop H spending was \$1.9 million in 2005-06, primarily payments to Wu Yee for the Provider Enrollment Agency contract. 92% of Prop H spending in 2005-06 was for grantmaking.

Staff also addressed the auditor's management letter. The only deficiency highlighted in the audit was inadequate budget preparation. In the past, First 5 San Francisco has not actively used FAMIS, the city's accounting system, when preparing the annual budget. Staff will address this issue by consulting FAMIS while preparing the 2007-2008 budget in January.

The FY2005-06 audit was unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Polk.

*Motion: To recommend to the full Commission adoption of the 2005-06 audit.*

**III. Discussion of FY2006-07 Audit Planning**

Due to the increasing cost of contracting with the Controller's Office City Services Auditor, First 5 San Francisco will consider issuing an RFP for the FY2006-07 audit. The FY2003-4 audit cost was \$24,000, FY2004-05 was \$35,000, and FY2005-06 is anticipated to be nearly \$50,000. A survey of other Bay Area county commissions revealed that the next highest audit cost was just \$22,000 in Alameda County, a commission that receives a \$20 million allocation each year. Based on this information, and after discussion with the auditors, First 5 staff plans to issue an RFP for auditing services in late spring/early summer of 2007 for the FY2006-07 audit.

#### **IV. Discussion and Possible Action to Approve PFA Year 2 Contract for Provider and Enrollment Agency**

Staff reviewed the contract with the Committee

David Fleishman and Barbara Gancz from Wu Yee expressed their appreciation for the collaboration with First 5.

The contract was unanimously approved, by a motion put forth by Commissioner Polk, seconded by Commissioner Jarrett.

*Motion: To approve the Year 2 contract for Provider and Enrollment Agency.*

#### **V. Discussion and Possible Action to Approve PFA Year 2 Contract for SFUSD**

First 5 staff introduced Lisa Kaufman, the new Executive Director of Child Development Programs at SFUSD, and Tara Ryan. Gloria Corral, First 5 Deputy Director, noted that sine July 31<sup>st</sup>, SFUSD and First 5 staff had been meeting weekly, and had collaborated closely to develop the Year 2 budget.

Staff provided background information for the Committee about the collaboration with SFUSD, highlighting that Year 1 enrollment at SFUSD sites was 271 children, while Year 2 enrollment is anticipated to be 500 children at 15 sites. Commissioner Jarrett inquired as to why the Wu Yee and SFUSD budgets have different administrative burdens, since both serve 500 children. Staff noted that the Wu Yee contract did not include a Year 2 \$270,000 advance – if the advance had been included, the contract amounts for Wu Yee and SFUSD would have been comparable.

Commissioner Jarrett requested more information about the number of PFA enrollees with IEPs. Ms. Kaufman offered to find out this information and share it with First 5 staff, as it will be important data to have for PFA planning.

Commissioner Weisberg questioned why the benefits percentage of 40.17% was so high. In general, this is a City mandated percentage that SFUSD has very little control over, and is built into each fiscal year's budget.

The contract was unanimously approved by a motion put forth by Commissioner Polk (with the provision that PFA Staff provide quarterly updates to the Committee), seconded by Commissioner Jarrett.

*Motion: To approve the Year 2 contract for SFUSD, with the condition of quarterly updates.*

#### **VI. Discussion of PFA Year 1 Rollover Spending Plan**

Staff reviewed the draft expenditure plan with the Committee. Rollover funds from Year 1 of Preschool for All will primarily be used for one-time expenditures, such as planning, database development and creation of 40 new preschool spaces. Commissioner Polk commented that \$40,000 seemed too low for the therapeutic play groups. Ms. Kaufman explained that the budget item is only for planning purposes. In addition, the Commissioners expressed concern about the sustainability of the \$200,000 investment with SFSU and CCSF for workforce education. Staff commented that the hope is that

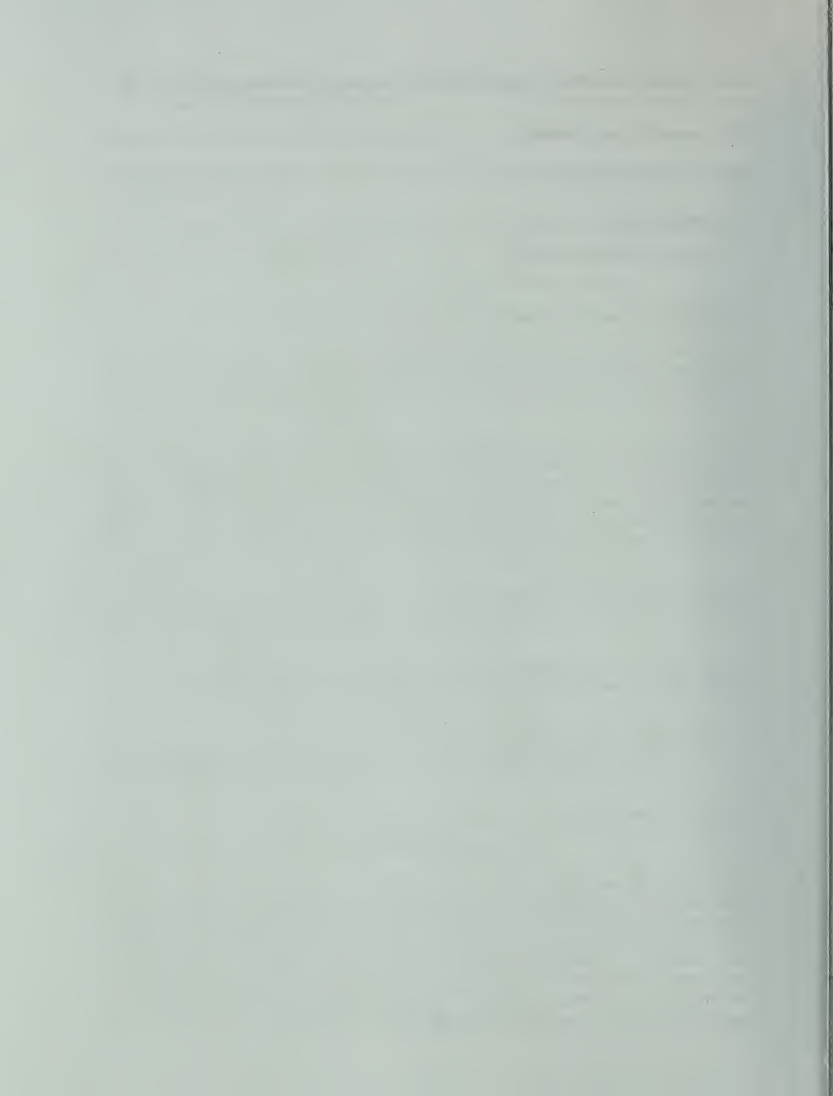
the two institutions will take it upon themselves to invest in this area one First 5 has made the initial investment.

#### **VII. General Public Comment**

There was no public comment.

#### **VI. Adjournment**

Meeting adjourned at 5:10pm.





# FIRST5 SAN FRANCISCO

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 1, 2006

4:00 – 5:00pm

City Hall, Room 421, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of October 4, 2006 [ACTION ITEM]
- III. Discussion and Possible Action to Approve Minutes Of August 2, 2006 [ACTION ITEM]
- IV. Discussion and Possible Action to Approve Minutes Of September 27, 2006 [ACTION ITEM]
- V. Discussion of First Quarter 2006-2007 Results [DISCUSSION ONLY]: [Commissioners provided with the following information: First Quarter Income Statements]
- VI. Discussion and Possible Action to Approve the Year 1 PFA Rollover Spending Plan [DISCUSSION AND POSSIBLE ACTION: [Commissioners provided with the following information: PFA Year 1 Rollover Plan]
- VII. Discussion and Possible Action to Approve the PFA 2005-06 Rollover Spending Plan for SFUSD [DISCUSSION AND POSSIBLE ACTION: [Commissioners provided with the following information: SFUSD Year 1 Spending Plan]
- VIII. General Public Comment
- IX. Adjournment

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San Francisco Board of Supervisors  
Cheryl Polk, Ph.D., Executive Director  
Miriam and Peter Haas Fund  
Virginia Smyly, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch

## BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION Wednesday, November 1, 2006 4:00 – 5:00pm City Hall, Room 421, San Francisco

DOCUMENTS DEPT.

OCT 25 2006

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This meeting has been cancelled.

10-25-06 10:39 AM RCV

\*Public comment will be taken during each item

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# FIRST5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION

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Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Klooomok, Executive Director



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Department of Children, Youth and Their Families  
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Kara Dukakis, M.S.W.  
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Betty Robinson-Harris  
Chair, Child Development Committee  
School Improvement Committee/ER&U

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 6, 2006

4:00 – 5:00pm

City Hall, Room 421, San Francisco

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#### I. Roll Call \*

II. Discussion and Possible Action to Approve Minutes Of October 4, 2006 [ACTION ITEM]

III. Discussion and Possible Action to Approve Minutes Of August 2, 2006 [ACTION ITEM]

IV. Discussion and Possible Action to Approve Minutes Of September 27, 2006 [ACTION ITEM]

V. Discussion of First Quarter 2006-2007 Results [DISCUSSION ONLY]: [Commissioners provided with the following information: First Quarter Income Statements]

VI. Discussion and Possible Action to Approve the Sustainability Plan [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Sustainability Plan]

VII. Discussion and Possible Action to Approve the Parent Action RFP [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Parent Action RFP]

VIII. Discussion and Possible Action to Approve the PFA 2005-06 Rollover Spending Plan for SFUSD [DISCUSSION AND POSSIBLE ACTION: [Commissioners provided with the following information: SFUSD Year 1 Spending Plan]

IX. General Public Comment

X. Adjournment

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## BUDGET COMMITTEE MINUTES

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### MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES BUDGET COMMITTEE

DECEMBER 6, 2006

The members of the Budget Committee convened for a meeting held Wednesday, December 6, 2006 at 4:00pm in Room 421 of City Hall, San Francisco.

#### I. Roll Call

The following members were present when the meeting was called to order at 4:00pm: Raymond Weisberg and September Jarrett. Cheryl Polk was not present.

#### II. Review and Approval of October 4, 2006 Minutes

Minutes were approved as amended.

#### III. Review and Approval of August 2, 2006, 2006 Minutes

Minutes were approved as amended.

#### IV. Review and Approval of September 27, 2006 Minutes

Minutes were approved as amended.

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#### V. Discussion of First Quarter 2006-2007 Results

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Staff reviewed the Prop 10 and Prop H first quarter results with the Committee. The Prop 10 results show expenditures of \$594,635 through September 2006. The expenditures are \$2 million under-budget YTD, primarily due to lack of invoicing on interdepartmental work orders and School Readiness contracts (which have been delayed in processing). Commissioner Jarrett noted that the Prop 10 results should actually show a deficit of \$150,000 instead of the \$308,228 surplus shown on the document. The Prop H results show expenditures of \$1,046,833 through September 2006, running \$1.8 million under-budget primarily due to lack of invoicing on the SFUSD contract.

#### VI. Discussion and Possible Action to Approve the Sustainability Plan

Staff reviewed the Sustainability Plan with the Committee. Commissioner Weisberg asked for clarification about the five-year revenue trend in the plan. Staff provided detailed revenue information showing the following: regular Prop 10 allocation holding constant at \$7.5 million, SRI matching grant funds of \$500,000 from 07-08 to 10-11, Health Access matching grant funds of \$133,000 in 07-08 only, SNP grant funds of \$250,000 in 07-08 and \$104,167 in 08-09, CARES funds of \$595,000 in 07-08 only. Interest should gradually decline over five years due to the decrease in the Sustainability Fund balance.

Commissioner Jarrett commented that a similar sustainability planning process should be done for the Prop H funds. In addition, Commissioner Jarrett mentioned that in discussions with the Treasurer's office about investing the \$11 million Reserve Fund, Staff should be clear about the desire to use the interest earned to fund programming.

*The Sustainability Plan was unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Weisberg.*

*Motion: To approve the 2007-2012 Sustainability Plan.*

## **VII. Discussion and Possible Action to Approve the Parent Action RFP**

The Parent Action RFP will be released on January 1, 2007, with the new funding cycle beginning on July 1, 2007. The program will offer \$3,000 grants to 24 groups, along with \$1,500 starter grants for 15 first-time groups. In response to Commissioner Jarrett's question about grant size, Staff explained that grantees felt more pressure to spend money when grants larger than \$3,000 were awarded. The grant size appears to be in line with the types of activities that grantees are undertaking. Commissioner Jarrett commented there is some work currently being done to see if the Parent Action grantees could graduate to DCYF grants.

Staff discussed with the Committee the restriction of allowing no more than four proposals from each agency, explaining that in the past First 5 SF had received as many as ten proposals from a single agency. Staff also explained that the requirement that two group leaders participate in trainings is firm, since in the past Parent Action groups had wanted three or four people to participate. This requirement limits the participants to a more reasonable number.

*The Parent Action RFP was unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Weisberg.*

*Motion: To approve the Parent Action RFP.*

## **VIII. Discussion of PFA 2005-2006 Rollover Spending Plan for SFUSD**

Staff gave background information on the rollover plan, explaining that the full contract amount was earned in 2005-2006 and the work was performed as per the Scope of Work. However, there was no billing on the contract in 2005-2006, leading to the rollover.

Lisa Kaufman, Executive Director of the SFUSD Child Development Program, clarified for the Committee that there is no duplicate funding in the 2006-2007 budget for items funded in the 2005-2006 rollover plan. Staff explained that the Professional Development funds in the 2005-2006 rollover plan were only for 2005-2006 PFA sites. The Professional Development funds in the 2006-2007 budget will be only for the new PFA sites. Ms. Kaufman also explained that the Professional Development budget was created from soliciting feedback from the PFA site. Topics are to include language acquisition, early identification, science and arts.

Commissioner Jarrett requested an update to the Budget Committee on the progress of the rollover spending plan and professional development plan.

*The SFUSD Rollover Spending Plan was unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Weisberg.*

*Motion: To approve the 2005-2006 Rollover Spending Plan for SFUSD.*

**IX. Discussion of 2006-2007 Contracts for Tree Frog Trek and Performing Arts Workshop**

PFA issued an RFQ in September 2006. The proposals submitted were reviewed by an external panel, and Tree Frog Trek and Performing Arts Workshop were selected as the agencies to provide services. First 5 San Francisco has successfully worked with these two contractors in the past.

Staff explained that this 12-month contract will cover PFA sites that are year-round, as well as those that have summer break. Visits from the two agencies are voluntary, but will be offered to all 53 PFA sites in 14 neighborhoods.

Commissioner Weisberg asked what kind of evaluation will be done with the arts and science programs. Staff explained that in addition to self-reporting by the agencies, the program will be included as part of the overall PFA evaluation by AIR.

*The 2006-2007 Contracts for Tree Frog Trek and Performing Arts Workshop were unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Weisberg.*

*Motion: To approve the 2006-2007 Contracts for Tree Frog Trek and Performing Arts Workshop.*

**X. General Public Comment**

There was no public comment.

**VI. Adjournment**

Meeting adjourned at 4:45pm.



# FIRST5 SAN FRANCISCO

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Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, December 6, 2006

4:00 – 5:00pm

City Hall, Room 421, San Francisco

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IX. Discussion and Possible Action to Approve the PFA 2006-2007 Contracts for Tree Frog Trek and Performing Arts Workshop [DISCUSSION AND POSSIBLE ACTION: [Commissioners provided with the following information: Budgets and Scopes of Work for Tree Frog Trek and Performing Arts Workshop]

X. General Public Comment

XI. Adjournment

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 10, 2007

4:00 – 5:00pm

City Hall, Room 421, San Francisco

- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of December 6, 2006 [ACTION ITEM]
- III. Discussion of the Draft 2007-2007 PFA Budget [DISCUSSION ONLY]: [Commissioners provided with the following information: PFA Draft Budget for 2007-2007]
- IV. Discussion of the 2005-2006 PFA Rollover Plan [DISCUSSION ONLY]: [Commissioners provided with the following information: Sustainability Plan]
- V. General Public Comment
- VI. Adjournment

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, January 10, 2007

4:00 - 5:00pm

1390 Market Street, Suite 318, San Francisco

#### I. Roll Call \*

#### II. Discussion and Possible Action to Approve Minutes Of December 6, 2006 [ACTION ITEM]

#### III. Discussion of the Draft 2007-2007 PFA Budget [DISCUSSION ONLY]: [Commissioners provided with the following information: PFA Draft Budget for 2007-2007]

#### IV. Discussion of the 2005-2006 PFA Rollover Plan [DISCUSSION ONLY]: [Commissioners provided with the following information: Sustainability Plan]

DOCUMENTS DEPT.

#### V. General Public Comment

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#### VI. Adjournment

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**\*Public comment will be taken during each item**

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# FIRST 5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION

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Board of Directors  
American Cancer Society

Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Kloomok, Executive Director



### COMMISSIONERS:

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UCSF Department of Pediatrics  
Kara Dukakis, L.C.S.W.  
Policy and Planning Consultant  
September Jarrett, Policy and Planning Director  
Department of Children, Youth and Their Families  
Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors  
Betty Robinson-Harris  
Chair, Child Development Committee  
School Improvement Committee/ER&D  
Virginia Smyly, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch  
AAP, Clinical Professor Emeritus, UCSF Department of  
Pediatrics

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, March 7, 2007

4:00 – 5:00pm

City Hall, Room 421, San Francisco

## DOCUMENTS DEPT

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#### I. Roll Call \*

#### II. Discussion and Possible Action to Approve Minutes Of February 7, 2007 [ACTION ITEM]

#### III. Discussion and Possible Action to Approve the 2007-2008 Administrative Expense Budget for Prop 10 [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Children and Families Commission Budget for 2007-2008]

#### IV. Discussion and Possible Action to Approve the 2007-2008 Program and Evaluation Expense Budget for Prop 10 [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Children and Families Commission Budget for 2007-2008]

#### V. Discussion and Possible Action to Approve the 2007-2008 Budget for Prop H [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Children and Families Commission Budget for 2007-2008]

#### VI. Discussion and Possible Action to Approve the Budget and Scope of Work for RFQ 2007 – 01 Serving Children with Special Health Needs [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Budget and Scope of Work]

#### VII. Discussion and Possible Action to Approve Funds and Projects to be Implemented through Work Orders in 2007-2008 [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: 2007-2008 Work Orders]

#### VIII. General Public Comment

#### IX. Adjournment



## **\*Public comment will be taken during each item**

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Kara Dukakis, L.C.S.W.  
Policy and Planning Consultant  
September Jarrett, Policy and Planning Director  
Department of Children, Youth and Their Families  
Ross Mirkarimi, Supervisor  
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Laurel Kloomok, Executive Director

## BUDGET COMMITTEE MEETING SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, April 4, 2007

4:00 – 5:00pm

City Hall, Room 421, San Francisco

**This meeting has been cancelled.**

Copies of Documents provided for this meeting are available for the public at the Commission Office, 1390 Market Street, Suite 318, San Francisco, CA 94102 on Mondays – Fridays between the hours of 8:30am – 5:00pm.

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# FIRST 5 SAN FRANCISCO

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Department of Public Health

Community Health Promotion & Prevention Branch

Ross Mirkarimi, Supervisor

San Francisco Board of Supervisors

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, May 2, 2007

4:00 – 5:00pm

City Hall, Room 421, San Francisco

#### I. Roll Call \*

#### II. Discussion and Possible Action to Approve Minutes Of March 7, 2007 [ACTION ITEM]

#### III. Discussion of Financial Results through February 2007 [DISCUSSION ONLY]: [Commissioners provided with the following information: Financial Results Through February 2007]

#### IV. Discussion of RFQ 2007 / 01 Inter-Agency Service Linkages for Children with Special Health Needs [DISCUSSION ONLY]: [Commissioners provided with the following information: No materials provided, verbal update only]

#### V. Discussion and Possible Action to Amend the Administrative Policy Manual: [Commissioners provided with the following information: Amendments to the Administrative Policy Manual]

#### VI. Update on the Year 3 PEA Contract [DISCUSSION ONLY]: [Commissioners provided with the following information: No materials provided, verbal update only]

#### VII. Discussion and Possible Action to Approve an Unsolicited Proposal from Southeast Families United (SEFAU) [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Funding Proposal from SEFAU]

#### VIII. Update on PFA Workforce Compensation [DISCUSSION ONLY]: [Commissioners provided with the following information: No materials provided, verbal update only]

#### IX. General Public Comment

#### X. Adjournment

4:15 p.m. mst  
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## BUDGET COMMITTEE MINUTES

### MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION BUDGET COMMITTEE

**MAY 2, 2007**

The members of the Budget Committee convened for a meeting held Wednesday, May 2, 2007 at 4:00pm in Room 421 of City Hall, San Francisco.

#### **I. Roll Call**

Commissioner Weisberg called the meeting to order at 4:12 PM.

The following members were present: Raymond Weisberg and September Jarrett

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#### **II. Review and Approval of March 7, 2007 Minutes**

Minutes were approved as presented.

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#### **III. Discussion of Financial Results through February 2007**

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Staff reviewed the department financial results through February 2007 with the Committee.

For Prop 10, approximately \$5 million in total revenue was received for the first eight months of the fiscal year. There is usually a two month delay in receiving Prop 10 revenue allocations, which are almost \$1 million under-budget through February. First 5 San Francisco closes its books on June 30, but has until late August to account for all 2006-2007 revenues and expenses. The May and June revenue allocations will most likely be received by the end of August, allowing the Prop 10 revenues to finish the fiscal year on target. Funding from First 5 CA was under-budget by \$529, 000, although \$85,000 was received in March for the Health Access and Special Needs programs. Under Program Expenses, Programmatic Work Orders and Community Grants were \$3 million under-budget. However, since February, \$600,000 has been paid out for Programmatic Work Orders and \$580,000 for Community Grants. Due to work orders and grants being contractual agreements, a large surplus is not projected for year-end.

For Prop H, interest earned has been higher than expected at \$113,271, while Prop H revenues were on target at \$4,444,444. First 5 CA funding was under-budget by \$210,000, but POP funds of \$220,700 were received in March. There have been savings in Program Expenses due to delays in hiring staff. In Community Grants, approximately \$1.5 million was spent through February, with an additional \$300,000 paid out in April. Staff has been working to pay invoices for the PFA SFUSD grant, and the carryover from the 2005-2006 SFUSD grant has been fully billed.

#### **IV. Discussion of RFQ 2007 / 01 Inter-Agency Service Linkages for Children with Special Health Needs**

The Staff received only one proposal for this RFQ from the current contractor for that scope of work (HRIIC). Scope of work and budget negotiations will take place in May and a contract will be presented for review in June.

#### **V. Discussion and Possible Action to Amend the Administrative Policy Manual**



Staff reviewed the proposed amendments to the Administrative Policy Manual using the guidelines set forth in the California state code and AB2932. There was one addition and one change made to the Contracting and Procurement Policy section and one addition to the Appendix of the Expanded Audit Policies.

*The proposed amendments to the Administrative Policy Manual were unanimously approved, by a motion put forth by Commissioner Jarrett, seconded by Commissioner Weisberg.*

*Motion: To recommend the proposed amendments to the Administrative Policy Manual to the full Commission for consideration.*

## **VI. Discussion of the Update on the Year 3 PEA Contract**

Staff presented an update on the Year 3 PEA contract. Talks have taken place over several months and a budget is close to being finalized. A draft contract will be presented to the Committee in June for feedback, and a final version will be presented in July.

## **VII. Discussion and Possible Action to Approve an Unsolicited Proposal from Southeast Families United (SEFAU)**

Staff presented a proposed revision to the unsolicited funding proposal policy. The revision would allow the Executive Director to make funding decisions for requests under \$10,000. The Budget Committee would be informed of these decisions. The revision also suggested that proposals between \$10,000 and \$25,000 be presented to the Budget Committee for approval, with anything over \$25,000 presented to the full Commission. The revised policy will be put on the June agenda for the Budget Committee to review.

Staff presented the unsolicited funding proposal from SEFAU. This collaboration between Mission Neighborhood Centers, Asian Perinatal Advocates and Florence Crittenton Services would provide an infant-toddler preschool program and family support center in Bayview-Hunter's Point. The Budget Committee strongly supported the programmatic aspects of the proposal, noting that it definitely served an emergent need. However, concerns were raised regarding the financial status of members of the collaborative. In addition, First 5 San Francisco cannot fund capital assets but could possibly fund start-up leasehold payments and salaries. Staff will request a full project budget from the collaborative for review.

*The unsolicited proposal from SEFAU was supported for further evaluation and consideration, by a motion put forth by Commissioner Weisberg, seconded by Commissioner Jarrett.*

*Motion: To reconsider the SEFAU proposal at the June Budget Committee meeting after further due diligence by Staff to evaluate the fiscal status of collaborative members and to review a full project budget.*

## **VIII. Discussion on the Update on PFA Workforce Compensation**

This item will be discussed during the full Commission meeting.

## **IX. General Public Comment**

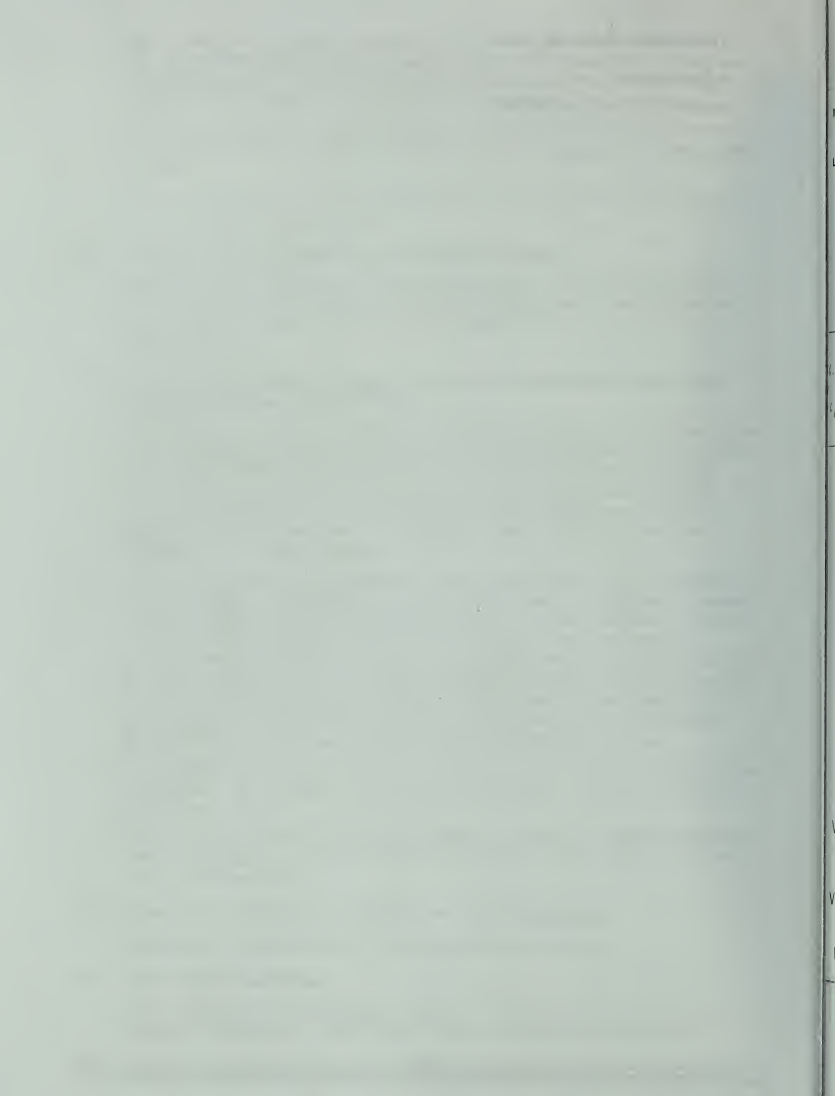
This is Commissioner Weisberg's last meeting. His time and commitment to the Budget Committee and the Commission have been very much appreciated.



There was no public comment.

**X. Adjournment**

Meeting adjourned at 5:13 PM.



# FIRST 5 SAN FRANCISCO

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Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Kloomok, Executive Director



### COMMISSIONERS:

Kara Dukakis, M.S.W.

Independent Policy and Planning Consultant

Suzanne Giraudo, Psychologist Clinical Director  
California Pacific Medical Center

September Jarrett, Policy and Planning Director  
Department of Children, Youth and Their Families

Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors

Betty Robinson-Harris  
Chair, Child Development Committee  
School Improvement Committee/ER&D

Virginia Smyth, Deputy Director  
Department of Public Health  
Community Health Promotion & Prevention Branch

Shannon Thyne, Pediatrician, Medical Educator  
UCSF Department of Pediatrics

Nancy Lim-Yee, Psychiatric Social Worker, Program Director  
SF City & County Chinatown CDC

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, June 6, 2007

4:00 – 5:00pm

City Hall, Room 421, San Francisco

1:50 p.m. nif  
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MAY 29 2007

I. Roll Call \*

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II. Discussion and Possible Action to Approve Minutes Of May 2, 2007 [ACTION ITEM]

III. Discussion and Possible Action to Amend the Unsolicited Funding Proposals Policy  
[DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Revised Unsolicited Funding Proposals Policy]

IV. Discussion and Possible Action to Approve the Unsolicited Funding Proposal from Southeast Families United (SEFAU) [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Unsolicited Proposal from SEFAU]

V. Update on the Auditor RFQ [DISCUSSION ONLY]: [Commissioners provided with the following information: No materials provided, verbal update only]

VI. Discussion and Possible Action to Approve Additional 2007-2008, 2008-2009 and 2009-2010 Funds for Parent Action Program: [Commissioners provided with the following information: 2007-2008 Proposed Funding for Parent Action Program]

VII. Discussion and Possible Action to Approve the 2007-2008 Parent Action Grants: [Commissioners provided with the following information: 2007-2008 Parent Action Grants Recommended for Funding]

VIII. Discussion and Possible Action to Approve the PFA Database Contract [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: PFA Database Contract]

IX. Discussion of the 2007-2008 PFA Provider Enrollment Agency (PEA) Contract [DISCUSSION ONLY]: [Commissioners provided with the following information: Draft of PEA 2007-2008 Contract]

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- X. Discussion of the 2007-2008 PFA SFUSD Contract [DISCUSSION ONLY]: [Commissioners provided with the following information: Draft of SFUSD 2007-2008 Contract]
- XI. General Public Comment
- XII. Adjournment

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# FIRST 5 SAN FRANCISCO

## CHILDREN AND FAMILIES COMMISSION



Michele Rutherford, Commission Vice Chair  
Program Manager, Child Care Policy & Planning  
Department of Human Services

Laurel Kloomok, Executive Director

### COMMISSIONERS:

Kara Dukakis, LCSW

Independent Policy and Planning Consultant

Suzanne Giraudo, Psychologist Clinical Director  
California Pacific Medical Center

September Jarrett, Policy and Planning Director  
Department of Children, Youth and Their Families

Ross Mirkarimi, Supervisor  
San Francisco Board of Supervisors

Betty Robinson-Harris  
Chair, Child Development Committee  
School Improvement Committee/ER&D

Shannon Thyne, Pediatrician, Medical Educator  
UCSF Department of Pediatrics

Nancy Lim-Yee, Psychiatric Social Worker, Program Director  
SF City & County Chinatown CDC

## BUDGET COMMITTEE MEETING

DOCUMENTS DEPT.

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

JUL 10 2007

Wednesday, July 18, 2007

4:00 – 5:00pm

First 5 San Francisco office

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1390 Market Street, Suite 318, San Francisco

- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of June 6, 2007 [ACTION ITEM]
- III. Discussion and Possible Action to Approve RFQ 2007/02 - Prenatal to Three Initiative Planning and Project Development Consultant [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft RFQ]
- IV. Discussion and Possible Action to Approve a Grant in the Amount of \$273,000 to Support for Families of Children with Disabilities, as fiscal agent for the High Risk Infant Interagency Council project [Commissioners provided with the following information: HRIIC Budget and Scope of Work]
- V. Discussion and Possible Action to Approve the PFA Provider Enrollment Agency (PEA) Contract for 2007 - 2008 [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: PEA Budget and Scope of Work]
- VI. Discussion and Possible Action to Approve the SFUSD 2007-2008 PFA Contract: [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: SFUSD Budget and Scope of Work]
- VII. Discussion of Commission Financial Results [DISCUSSION ONLY]: [Commissioners provided with the following information: Income Statement through April 2007]

VIII. Discussion and Possible Action to Approve the PFA Workforce Compensation Planning Process [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Workforce Compensation Planning Process materials]

IX. General Public Comment

X. Adjournment

**\*Public comment will be taken during each item**

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## BUDGET COMMITTEE MINUTES

### MEETING OF THE SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION BUDGET COMMITTEE

JULY 18, 2007

The members of the Budget Committee convened for a meeting held Wednesday, July 18, 2007 at 4:00pm in 1390 Market Street, Suite 318, San Francisco.

#### I. Roll Call

Commissioner Jarrett called the meeting to order at 4:02 PM.

The following members were present: September Jarrett and Kara Dukakis.

#### II. Review and Approval of June 6, 2007 Minutes

Minutes were approved with suggested corrections and amendments. DOCUMENTS DEPT

#### III. General Public Comment

(Agenda Item IX was moved up in the interest of time.)

There was no public comment.

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#### IV. Discussion and Possible Action to Approve the PFA Workforce Compensation Planning Process

(Agenda Item VIII was moved up in the interest of time.)

Staff presented the 2007-2008 PFA Workforce Compensation Initiative. Through a series of PFA Advisory Committee meetings with representatives from the ECE community, five scenarios were developed. The suggested recommendation would provide a \$5000 annual bonus to center-based teachers, master teachers, site supervisors and family child care home (FCCH) owners who earned less than \$60,000 per year and possess at least a B.A. degree in ECE or a related field, or a B.A. degree in an unrelated field plus a child development permit. This would target qualified teachers serving children 0-5 at PFA sites. These bonuses would be disbursed more than once a year.

There were several concerns surrounding the recommendation. One was the administrative and cost burden of income verification and ensuring that we build off of the systems already in place. The second concern was maintaining consistency with defining the parameters around the B.A. degree in related fields. The third concern was taking into account teachers who have experience but no B.A. degree. The fourth concern was conducting an analysis of services that overlap and how they impact individuals. Staff was encouraged to revisit the income cap and the additional administrative costs this recommendation might generate.

The estimated number of participants for 2007-2008 is 88 to 129 center-based teachers, master teachers, site supervisors and FCCH owners. The estimated cost for the first year is \$440,000 to \$650,000, exclusive of administrative costs and payroll tax support, if applicable.

#### Public Comment:

Noushin Mafakham, South of Market Child Care, commented on the criteria of the incentives.

Carla Woodworth, California Federation of Teachers, commented on the need for a clear recommendation.

*A PFA Compensation Initiative was unanimously approved by a motion put forth by Commissioner Jarrett, seconded by Commissioner Dukakis.*

*Motion: To set the bonus amount for 2007-2008 at \$5,000 for those with a B.A. degree, with the recommendation that Staff refine the administrative and cost projections and present scenarios that address the other priorities of Assistant and Associate Teachers with B.A. degrees and persons earning over \$60,000 a year.*

#### **V. Discussion and Possible Action to Approve RFQ 2007/02 – Prenatal to Three Initiative Planning and Project Development Consultant**

Staff presented the Prenatal to Three Initiative Planning and Project Development Consultant RFQ 2007/02. The purpose is to identify a consultant to implement a planning process to develop a Prenatal to Three strategy and program plan. This will be jointly funded with Bella Vista Foundation for a total of \$20,000.

The Committee recommends adding "post-partum depression" to the list of areas that should be addressed by the program's activities. The Committee also suggested that the tasks for Funder Engagement and Report Writing be reordered under the Scope of Services, adding past attempts, barriers and how to overcome the barriers to Research, and include preliminary benchmarks and data for evaluating program success.

*The proposed RFQ 2007/02 – Prenatal to Three Initiative Planning and Project Development Consultant was unanimously approved by a motion put forth by Commissioner Dukakis, seconded by Commissioner Jarrett.*

*Motion: To adopt the RFQ 2007/02 – Prenatal to Three Initiative Planning and Project Development Consultant with the following recommendations:*

- 1. Addition of the term "post-partum depression."*
- 2. Reordering the tasks under Funder Engagement and Report Writing.*
- 3. Adding past attempts, elements, barriers, and how to overcome the barriers to the Research section.*
- 4. Include preliminary benchmarks and data for evaluating program success.*

#### **VI. Discussion and Possible Action to Approve a Grant in the Amount of \$273,000 to Support for Families of Children with Disabilities, as fiscal agent for the High Risk Infant Interagency Council (HRIIC) Project**

Staff and Patsy Hampton of HRIIC presented the 2007-2008 grant for \$273,000 to Support for Families of Children with Disabilities as the fiscal agent for HRIIC, the agency that will implement activities to identify children with special needs and ensure that they have access to needed services.

*The 2007-2008 grant in the Amount of \$273,000 to Support for Families of Children with Disabilities, as fiscal agent for the HRIIC Project was unanimously approved by a motion put forth by Commissioner Jarrett, seconded by Commissioner Dukakis.*

*Motion: To approve the 2007-2008 grant in the Amount of \$273,000 to Support for Families of Children with Disabilities, as fiscal agent for the HRIIC Project.*

#### **VII. Discussion and Possible Action to Approve the PFA Provider Enrollment Agency (PEA) Contract for 2007-2008**

Staff presented the six-month PFA PEA Contract for Wu Yee Children Services. The contract includes \$750,000 for provider reimbursement for services to approximately 750 children, \$326,150 for programmatic and service enhancements to PFA providers, and \$194,862 for agency personnel and other infrastructure supports.

Wu Yee will provide family outreach services, enrollment coordination and support to 48 sites in the 18 participating zip codes, and will monitor enrollment for the 48 non-SFUSD providers. Approximately 750 four-year-olds in 71 classrooms will be served, an increase of 11 sites, 16 classrooms, and 250 children from 2006-2007.

Staff will provide a contract update to the Committee in October.

The Committee suggested that given the amount of money for the T&TA Pass-through and Subcontract Management Fee, more support should be added in the budget narrative. The budgeted amount for these two items includes the trainings offered (i.e., orientation and desired results), accreditation work, family outreach efforts, and consultants for individual projects.

#### Public Comment

David Fleishman, Wu Yee Children Services, commented on the continuing work with First 5 San Francisco and PFA and the importance of the cost recovery for the contractor of the program.

*The proposed PFA Provider Enrollment Agency (PEA) Contract for 2007-2008 was unanimously approved by a motion put forth by Commissioner Dukakis, seconded by Commissioner Jarrett.*

*Motion: To approve the proposed PFA Provider Enrollment Agency (PEA) Contract for 2007-2008 as stated.*

### **VIII. Discussion and Possible Action to Approve the SFUSD 2007-2008 PFA Contract**

Staff and Lisa Kaufman and Jean Kim of SFUSD presented the SFUSD 2007-2008 PFA Contract in the amount of \$1,828,042 with a carryover of \$458,042 from 2006-2007 requested. SFUSD provided PFA program services to 500 eligible four-year-old children at 15 sites with a total of 33 classrooms in 2006-2007 in 14 zip codes.

For 2007-2008, the projected enrollment of PFA-eligible children is 650. There will be about 4 new classrooms with approximately 80 to 96 new slots. Two of the classrooms are slotted for full-day programming.

The Committee recommended reporting back to assess the carry-forward and expenditures in six-months. Financial reports for July through December 2007 should be presented at the February 2008 Budget Committee meeting.

The Committee asked for clarification on the Others Services/Expenses line item of the budgets presented. For the 2007-2008 budget, it includes parent fees, training, professional development, consultants, and stipends. For the carryover, it includes professional development and, if needed, possibly to cover costs that result from labor negotiations.

*The proposed SFUSD 2007-2008 PFA Contract was unanimously approved by a motion put forth by Commissioner Dukakis, seconded by Commissioner Jarrett.*

*Motion: To approve the proposed SFUSD 2007-2008 PFA Contract for \$1,828,042 with the recommended report back to the Committee in February 2008.*

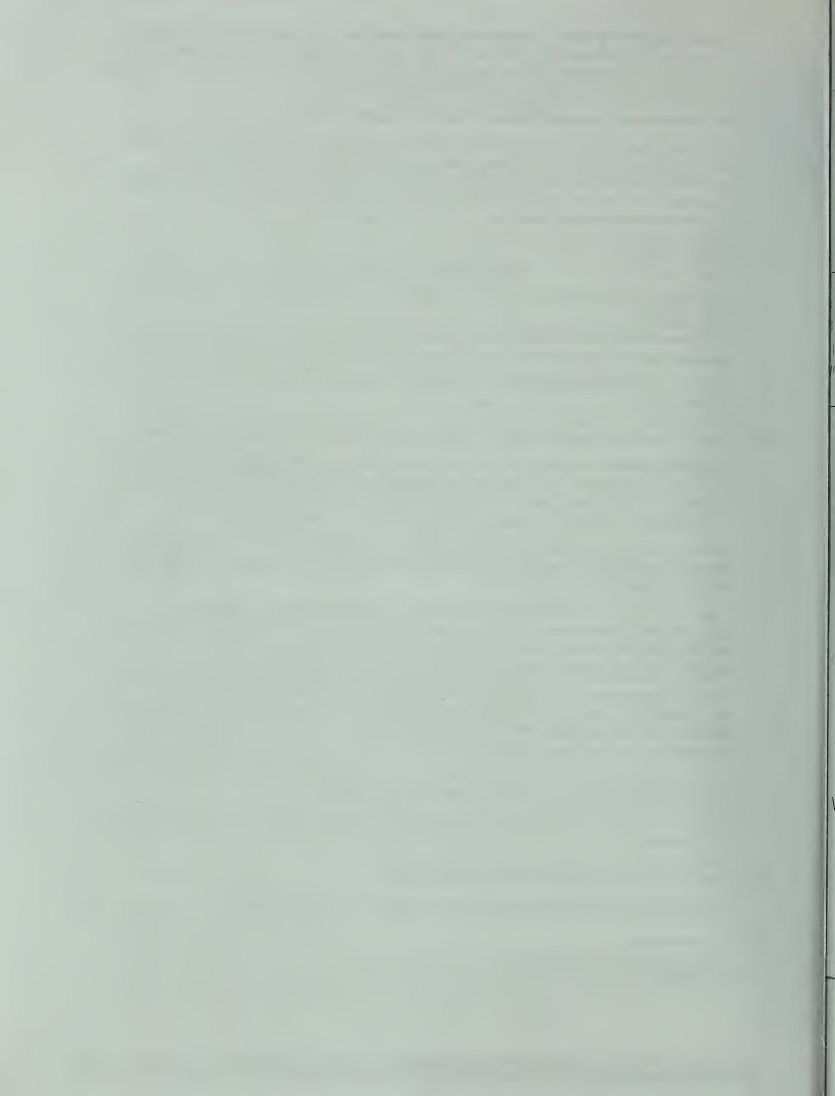
### **IX. Discussion of Commission Financial Results**

Commission financial results have been deferred until the next meeting.

### **X. Adjournment**

Meeting adjourned at 5:08 PM.







# FIRST 5 SAN FRANCISCO

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Program Manager, Child Care Policy & Planning  
Department of Human Services  
Laurel Klooomok, Executive Director

### COMMISSIONERS:

Kara Dukakis, MSW  
Independent Policy and Planning Consultant  
Suzanne Giraudo, Psychologist Clinical Director  
California Pacific Medical Center



### COMMISSIONERS:

September Jarrett, Policy and Planning Director  
Department of Children, Youth and Their Families  
Ross Mirkarimi, Supervisor  
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Betty Robinson-Harris  
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School Improvement Committee/ER&D  
Shannon Thyne, Pediatrician, Medical Educator  
UCSF Department of Pediatrics  
Nancy Lim-Yee, Psychiatric Social Worker, Program Director  
SF City & County Chinatown CDC

## BUDGET COMMITTEE MEETING

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION DOCUMENTS DEPT.

Wednesday, August 15, 2007

4:00 – 5:00pm

First 5 San Francisco office

1390 Market Street, Suite 318, San Francisco

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15/07
- I. Roll Call \*
  - II. Discussion and Possible Action to Approve Minutes Of July 18, 2007 [ACTION ITEM]
  - III. Discussion and Possible Action to Approve RFQ 2007/03 – Pediatric Dental Services Access Project [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft RFQ]
  - IV. Discussion and Possible Action to Approve RFP 2007/04 – Services for LGBTQ Families [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft RFQ]
  - V. Discussion of Commission Financial Results [DISCUSSION ONLY]: [Commissioners provided with the following information: Income Statement through May 2007 and Year-End Projection]
  - VI. Discussion of Visitacion Valley Therapeutic Classroom [DISCUSSION ONLY]: [Commissioners provided with the following information: No Materials Provided, Discussion Only]
  - VII. Discussion of the Commission's Indirect Cost Policy for Grants and Contracts [DISCUSSION ONLY]: [Commissioners provided with the following information: No Materials Provided, Discussion Only]
  - VIII. General Public Comment
  - IX. Adjournment

\*Public comment will be taken during each item

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, September 19, 2007

4:00 – 5:30pm

First 5 San Francisco office  
1390 Market Street, Suite 318, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of August 15, 2007 [ACTION ITEM]
- III. Discussion and Possible Action to Approve RFQ 2007/05 – Asian and Pacific Islander Immigrant Parent and Child Services [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft RFQ]
- IV. Discussion and Possible Action to Approve Recommendation for Pre to Three Consultant [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Budget and Scope of Work]
- V. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for MEDA [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft Budget and Scope of Work]
- VI. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for Florence Crittenton Services [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft Budget and Scope of Work]
- VII. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for Child Care Law Center [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft Budget and Scope of Work]
- VIII. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for City College of San Francisco [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Draft Budget and Scope of Work]

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

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- IX. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for Children's Council [DISCUSSION AND POSSIBLE ACTION]: **[Commissioners provided with the following information: Draft Budget and Scope of Work]**
- X. Discussion and Possible Action to Approve the Citywide Technical Assistance Budget and Scope of Work for San Francisco State University [DISCUSSION AND POSSIBLE ACTION]: **[Commissioners provided with the following information: Draft Budget and Scope of Work]**
- XI. Discussion and Possible Action to Approve RFQ 2007/06 – PFA Database Development [DISCUSSION AND POSSIBLE ACTION]: **[Commissioners provided with the following information: Draft Budget and Scope of Work]**
- XII. General Public Comment
- XIII. Adjournment

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**FIRST 5**  
SAN FRANCISCO

CHILDREN AND FAMILIES COMMISSION

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Independent Policy and Planning Consultant  
September Jarrett, Commission Vice Chair  
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Department of Children, Youth and Their Families  
Laurel Klooomk, Executive Director



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California Pacific Medical Center

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School Improvement Committee/ER&D

Michele Rutherford, Program Manager  
Child Care Policy & Planning  
Department of Human Services

Shannon Thyne, Pediatrician, Medical Educator  
UCSF Department of Pediatrics

Nancy Lim Yee, Psychiatric Social Worker, Program Director  
SF City & County Chinatown CDC

**SPECIAL BUDGET COMMITTEE MEETING**  
**SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**

**Monday, September 24, 2007**

**3:30 – 5:00pm**

**1390 Market Street, Suite 227, San Francisco**

I. Roll Call \*

II. Discussion of Preschool for All Projections, Rollover Plan and Rollover Policy (Discussion Only)

III. General Public Comment

IV. Adjournment

\*Public comment will be taken during each item

**DOCUMENTS DEPT.**

**SEP 19 2007**

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# FIRST 5 SAN FRANCISCO

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Department of Human Services  
Shannon Thyne, Pediatrician, Medical Educator  
UCSF Department of Pediatrics  
Nancy Lim Yee, Psychiatric Social Worker, Program Director  
SF City & County Chinatown CDC

## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, October 17, 2007

4:00 – 5:30pm

First 5 San Francisco office

1390 Market Street, Suite 318, San Francisco

#### I. Roll Call \*

#### II. Discussion and Possible Action to Approve Minutes Of September 19, 2007 and September 24, 2007 [ACTION ITEM]

#### III. Discussion and Possible Action to Approve Revised Administrative Cost Policy [DISCUSSION AND POSSIBLE ACTION]: [Commissioners provided with the following information: Revised Administrative Cost Policy, Original Administrative Cost Policy, Sample Budget for Grantees]

#### IV. Review of FY2006-2007 Audit [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE FULL COMMISSION ADOPTION OF THE 2006-2007 AUDIT] [Commissioners provided with the following information: Draft of FY2006-2007 Audit]

#### V. Discussion and Possible Action to Approve the PFA Database Contract [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: PFA Database Contract]

#### VI. Discussion of PFA Financial Projections for 2007 - 2015 [DISCUSSION ONLY] [Commissioners provided with the following information: 2007- 2015 Projections]

#### VII. Discussion and Possible Action to Approve Grant Amendments to Implement School Readiness Initiative Activities Through FY2008-09 [DISCUSSION AND POSSIBLE ACTION] [Commissioners provided with the following information: Grant Summary]

A. GOOD SAMARITAN \$150,000

B. INSTITUTO FAMILIAR DE LA RAZA \$150,000

C. YMCA – URBAN SERVICES \$150,000

D. ECONOMIC OPPORTUNITY COUNCIL \$220,000

E. SOUTH OF MARKET CHILD CARE \$150,000

F. PORTOLA FAMILY CONNECTIONS \$220,000

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## VIII. General Public Comment

## IX. Adjournment

**\*Public comment will be taken during each item**

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## BUDGET COMMITTEE MEETING

### SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

Wednesday, November 28, 2007

4:00 – 5:30pm

First 5 San Francisco office

1390 Market Street, Suite 318, San Francisco

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- I. Roll Call \*
- II. Discussion and Possible Action to Approve Minutes Of September 24, 2007 and October 17, 2007 ACTION ITEM]
- III. Discussion and Possible Action to Approve Revised Administrative Cost Policy [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE POLICY TO THE FULL COMMISSION]: [Commissioners provided with the following information: Revised Administrative Cost Policy, Sample Budget for Grantees]
- IV. Discussion and Possible Action to Approve Prop H Carry forward Policy [DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE POLICY TO THE FULL COMMISSION]: [Commissioners provided with the following information: Prop H Carry forward Policy]
- V. Review of the First Quarter Commission Financial Results [DISCUSSION ONLY] [Commissioners provided with the following information: 1<sup>st</sup> Quarter 2007-2008 Financials]
- VI. General Public Comment
- VII. Adjournment

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